

**WORK SESSION: TUESDAY, MAY 30, 2023, 10:00 A.M.**

Location: Commissioners Meeting Room, Basement.

*\*Public meetings are being held both in-person and by conference call. To participate in the meeting please dial 1-408-419-1715 or 1-408-915-6290 and enter meeting number 2468097683#*

**CALL TO ORDER:**

Commissioner Erb called the meeting to order:

**MOMENT OF SILENT REFLECTION:**

Commissioner Erb called for a moment of silent reflection.

**PLEDGE OF ALLEGIANCE TO THE FLAG:**

Commissioner Erb requested that those participating in the meeting please stand and recite the Pledge of Allegiance to the Flag.

**ROLL CALL:**

**Members Present:**

Commissioner Erb, Commissioner Burke, Commissioner Webster, Chief Clerk Hemminger and Solicitor Karn.

**Others Present:**

Helen Schmitt (Public), Melissa Harpster (Commissioners Office), Jim Pooler (Public Works/Building Maintenance), Angela Wagner (Controller’s Office), Kay Stephens (Altoona Mirror), Melena Koebler and Katherine Swigart (HR), Mindy Hostler (CYF), Lindsay Dempsie and Brandon Meck (Finance), and Rebecca Robinson (Purchasing).

**UPCOMING MEETINGS:**

Wednesday, May 31, 2023	12:30 p.m.	Blair HealthChoices (US Hotel)
Thursday, June 1, 2023	8:30 a.m.	Park & Recreation Advisory Bd. (Valley View Park, Pavilion 2)
	10:00 a.m.	*Commissioners Business Session (Commissioners Meeting Room)
	11:30 a.m.	Social Services Advisory Bd. (Blair HealthChoices)
	6:30 p.m.	Fort Roberdeau Association (White Oak Hall at the Fort)
Friday, June 2, 2023		
Monday, June 5, 2023		
Tuesday, June 6, 2023	10:00 a.m.	*Commissioners Work Session (Commissioners Meeting Room)

**PUBLIC COMMENT:**

Commissioner Erb called for public comment. **There were no comments noted.**

**COMMISSIONER COMMENTS:**

Commissioner Erb called for commissioner comments. **There were no comments noted.**

**PROCLAMATION** – Child Welfare Professionals Appreciation Week June 5-9

Commissioner Burke read the following Proclamation in honor of Child Welfare Professional Appreciation Week June 5-9:

**PROCLAMATION  
"CHILD WELFARE PROFESSIONALS APPRECIATION WEEK"  
JUNE 5 TO 9, 2023**

WHEREAS, every day in Pennsylvania, thousands of children are at risk of child abuse and neglect or have been removed from their homes due to such abuse and neglect; and

WHEREAS, The County of Blair and Blair County Children, Youth and Families has recognized the risks and need to intervene to protect Pennsylvania’s children; and

WHEREAS, the hard work of investigating child abuse, providing services to families, assessing safety and initiating steps to protect children, and providing services to assure that Pennsylvania’s children are provided with healthy, nurturing care, support as they transition into adulthood, and needed services in the family to be able to reunify falls to the caseworkers of the Pennsylvania child welfare system; and

WHEREAS, the work of caseworkers requires them to enter into situations in which their personal safety may be put at risk; and

WHEREAS, child welfare caseworkers work in severely trying emotional situations with children who have been victimized by physical abuse, sexual abuse, neglect, and other forms of maltreatment; and

WHEREAS, to be successful, child welfare caseworkers must develop great skills in working with families who are in crisis situations, struggling with mental health challenges, suffering from drug and alcohol conditions, poverty, and other difficult issues; and

WHEREAS, caseworkers selflessly undertake the endeavor to protect Pennsylvania’s children, often with low pay, long hours, tremendous demands, little appreciation and great criticism, and with dramatic impacts to their personal life; and

WHEREAS, every year, caseworkers are injured or killed in their pursuit to protect children across the United States; and

WHEREAS, in 2021, caseworkers in Pennsylvania investigated over 38,013 reports of child abuse and neglect; and

WHEREAS, innumerable injuries and deaths of children have been averted do to the efforts of child welfare caseworkers; and

NOW, THEREFORE, BE IT RESOLVED, That We, The Blair County Commissioners, in recognition of this event, do hereby recognize June 5 to June 9, 2023, as "Child Welfare Professionals Appreciation Week" and encourage all citizens to recognize the invaluable service and sacrifice of our County’s dedicated child welfare caseworkers.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt the Proclamation.

**CONSENT AGENDA**  
**Resolution 258-2023:**

- a. Payment of the following four-4 Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
05/30/2023	230530PP	\$ 1,620.00
05/30/2023	230530CY	\$192,351.00
05/30/2023	230530SS	\$796,848.43
05/30/2023	230530WW	\$348,549.99

Which include payment of the following invoices:

- Blair Senior Services, in the total amount of \$980.20.
- Blair Community Action Agency, in the total amount of \$6,152.83.

- b. Ratification of the following four-4 Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
05/25/2023	230525RF	\$ 1,227.17
05/25/2023	230525HR	\$39,715.29
05/22/2023	230522WC	\$ 3,500.00
05/22/2023	230522FS	\$ 2,288.62

- c. **2023 Budget Transfer:** To cover 2022 solicitor expenses.

From	\$	To
01101-42060 Commissioners	\$420.00	01102-44010 Solicitors

- d. **Judge Kagarise Chambers:** Requesting approval of a Penn State University Off-Campus Community Service Federal Work/Study Agreement between the County of Blair and the Pennsylvania State University for paid work/study status internships within Penn State University. (No cost to county)
- e. **Judge Kagarise Chambers:** Requesting approval of one-1 Penn State University work/study intern, Drew Wegrarz, for the period of May 30, 2023 to August 31, 2023. Internship is at no cost to the county and no credits will be earned. Intern will receive wages via the work/study status within Penn State University.
- f. **Employment:** Conner J. Coleman, FT, Groundskeeper, Public Works/Maintenance, \$13.40/hr., effective 05/30/23; Terry R. Dellinger and Ronald L. McConahy, Per Diem, Deputy Coroner, \$80.00 per shift, effective 05/30/23; Brent S. Houpp, FT, Caseworker I, CYF, \$17.29/hr., effective 05/30/23; Katelyn L. Williams, FT, Administrative Support, JPO, \$11.58/hr., effective 05/30/23; and Fred Guyer, PT, Tipstaff, Court Administration, \$11.58/hr., effective 06/01/23.
- g. **Resignations:** Sheryl A. Durbin, PT, Temporary, Department Assistant, Elections, \$11.00/hr., assignment ended, effective 05/16/23; Fred A. Guyer, PT, Tipstaff, Judge Doyle, \$11.75/hr., effective 05/31/23; Ricardo Cruz, Jr., FT, Corrections Officer, Prison, \$21.05/hr., effective 06/02/23.
- h. **Retirement:** William D. Glunt, FT, Corrections Officer, Prison, \$22.49/hr., effective 05/31/23.
- i. **Corrections/updates to previous status notices:** Ashley E. Hinkle, FT (35 hrs.), Receptionist/Clerk, Costs and Fines, \$11.03/hr., effective 05/15/23; Cole M. Thompson, FT (40 hrs.), Corrections Officer, Prison, \$21.05/hr., effective 05/15/23; Joseph M. Cox, III, FT, Chief, JPO, \$63,961.30/yr., effective 05/22/23; Paige O. McCarthy, FT, Criminal Case Manager, Court Administration, \$14.63/hr., effective 05/22/23; and Hailee R. Lang, Per Diem, Deputy Coroner, \$80.00 per shift, effective 05/30/23.
- j. **Employment status changes:** Nevaeh A. Brubaker, From FT, Custody Processer, Custody, \$11.75/hr., To, \$12.34/per hour out of class wages, not to exceed 180 days per calendar year, effective 05/01/23; Karen M. Bonanno, From, FT, Supervisor-Casework, \$48,677.45/yearly, To, FT, Supervisor-Casework \$50,624.60/yearly, effective 05/15/23; Erin M. George, From, FT, Receptionist/Clerk, Prothonotary, \$11.20/hr., To, FT, Second Deputy-Orphan's Court, Prothonotary, \$12.77/hr., effective 05/27/23; Sharon L. Henry, From, FT, Department Clerk I, Domestic Relations, \$11.20/hr., To, FT, Case Manager, Domestic Relations, \$15.52/hr., effective 05/29/23; and Olivia P. Williams, From, FT, Caseworker I, CYF, \$17.63/hr., To, PT, Caseworker I, CYF, \$17.63/hr., 29 hrs. per week, 1500 hours per benefit plan year, effective 05/29/23.

Chief Clerk Hemminger noted that the request in letter's d and e are for Judge Kagarise Chambers not the District Attorney's Office as listed on the agenda.

Commissioner Burke noted her abstention on the payment of invoices to Blair Senior Services due to a conflict of interest.

Commissioner Erb noted his abstention on the payment of invoices to Blair Community Action Agency due to a conflict of interest.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 258-2023 with the abstentions as noted.

**STAFF REPORTS & SPECIAL BUSINESS**

**Children, Youth and Families:**

- i. Mindy Hostler requested approval of a FY 2022/2023 Purchase of Service Agreement and a HIPAA Business Associate Agreement between the County of Blair, Blair County Children, Youth and Families and Blair Family Solutions.

Discussion followed.

- ii. Mindy Hostler requested approval of a FY 2022/2023 Purchase of Service Agreement and a HIPAA Business Associate Agreement between the County of Blair, Blair County Children, Youth and Families and the Children's Home of Pittsburgh.

Discussion followed.

- iii. Mindy Hostler requested approval of the Agreement and Terms for the annual purchase of the Simple In/Out technology system used by the Blair County Children, Youth and Families Department, in the annual amount of \$540.00 (\$45.00 monthly) for the period of 03/30/23 through 03/30/24.

Discussion followed.

**District Attorney’s Office:**

Commissioner Burke requested approval of a Customer Support Agreement between the County of Blair on behalf of the District Attorney’s Office and Informant Technologies for premium support level licensed software, in the total annual amount of \$1,395.00, for the period of 08/01/23 through 07/31/24.

Commissioner Burke stated that the Informant Technologies system sorts and stores criminal investigations by incident number as assigned by the 911 Center.

Discussion followed.

**Human Resources:**

Katherine Swigart requested approval for the submission of an Internet User Application/Licensing Agreement for Government Agencies to the Pennsylvania Department of Transportation (PennDOT) establishing an account for the County of Blair to obtain driver histories for the purpose of employment and insurance, and authorization for Commissioner Bruce R. Erb to sign the application/licensing agreement. (No cost to the county)

Miss Swigart stated that the application and licensing agreement is to establish an account with PennDOT so that the county can obtain driver histories for employees who have driving as an essential function of their job. She stated that PennDOT has indicated there is no charge for government entities to establish an account or for pulling driver histories.

Discussion followed.

**Prison:**

- i. Abbie Tate requested approval for payment of the following outstanding invoices for items/services/purchases made outside of the county’s purchasing policy:

Vendor	Invoice Number	Amount Due
Valley Proteins	3243061	\$ 325.00
Schultz	23-1183	\$ 1,027.48
Schultz	23-1094	\$ 420.82
Schultz	23-0949	\$ 165.00
Schultz	23-1100	\$ 325.00
McCoy’s Lawn & Garden	W0110334	\$ 42.72
McCoy’s Lawn & Garden	W0110333	\$ 75.47
McCoy’s Lawn & Garden	W0110335	\$ 50.64
McCoy’s Lawn & Garden	W0110336	\$ 61.68
McCoy’s Lawn & Garden	W0110337	\$ 54.88
McCoy’s Lawn & Garden	W0110338	\$ 38.48
McCoy’s Lawn & Garden	CT145625	\$ 351.58

Warden Tate stated that the outstanding invoices are for items/services and purchases made by prison staff outside of the county’s purchasing policy. She stated that staff at the prison have been updated as to the county’s purchasing policy and future purchases and services will be made according to the purchasing policy.

Discussion followed.

- ii. Abbie Tate requested approval of a Service Agreement between the County of Blair and Schultz Company for plumbing, HVAC, commercial appliance and related equipment installation and/or repair services as needed by the county. All services provided will be based upon a time and materials basis, with the time billed at the rates established within the agreement. No work will be performed without a Schultz quote signed by the Building Maintenance Director and/or the Chief Clerk authorizing Schultz to proceed with the work.

Chief Clerk Hemminger stated that the service agreement would be for an initial twelve-12 month term with the option to renew two-2 times for one-1 additional year each occurrence.

Discussion followed.

**Southern Alleghenies Planning & Development Commission (SAP&DC):**

Nicole Hemminger requested approval of a Letter of Support for submission of the annual Comprehensive Economic Development Strategy Update to the Economic Development Administration (EDA) by the SAP&DC.

Chief Clerk Hemminger stated this is an annual request and submission by SAP&DC.

Discussion followed.

**OLD BUSINESS:**

None

**ADJOURN:**

Meeting Adjourned,

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Nicole M. Hemminger, Chief Clerk